

OLD CATTON PARISH COUNCIL
MINUTES OF THE ORDINARY COUNCIL MEETING
HELD AT 6.30PM ON MONDAY 20TH JANUARY 2025
AT THE PAVILION, CHURCH STREET, OLD CATTON

Present: Mr B Sabberton-Coe (Chairman) Mr G Tingle (Vice Chairman) Mr J Arnott
Mr M Callam Mr T Cooke Mr G Crouch
Mr B Leggett Mr M Vincent Miss P Wilkin

Ms S Vincent (Clerk)
Norfolk County and Broadland District Councillor K Vincent

86. APOLOGIES FOR ABSENCE

Apologies were received from Councillor M Winhall due to prior commitments. Apologies were received from Broadland District Councillor K Leggett.

87. DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATION

There were no further declarations of interest.

88. MINUTES OF THE MEETING OF 09.12.2024

It was AGREED that the Minutes, which had been circulated with the Agenda, be confirmed as a true record and signed by the Chairman.

89. MATTERS ARISING

There were no matters arising.

90. PUBLIC DISCUSSION

A resident requested clarification as to why Christmas tree and decorations has been removed from her son's burial plot at the Cemetery. Resident outlined that items had been placed in early December but that when she had attended the grave on 2nd January the items were missing. Resident brought an example of the tree that had been placed in the memorial pot holder and explained importance of the Christmas tree and significance of this time of year to their family. Resident stated they had received no response to their emails until today. Resident stated they had emailed the local MP regarding the issue. Resident requested explanation why trees and decorations were not permitted. Council apologised for any distress that had been caused to the resident and confirmed response would be emailed directly to resident. It was also agreed that resident would send copy of their full statement (which due to time constraints they were not permitted to read fully) to the Clerk for circulation to all Councillors.

Broadland District Councillor K Vincent joined the meeting at this point. The meeting was resumed to allow Councillor K Vincent time to prepare.

91. The Clerk's monthly report was received and noted. Car park at Lavaré was highlighted as requiring attention. Hedging flail remains out of action at this time; meeting with supplier is scheduled for next week.

92. PUBLIC DISCUSSION

Norfolk County and Broadland District Councillor Karen Vincent reported:

- Highways: Norfolk County Council set to receive £56million of additional Government funding for highways maintenance and pothole repair. Funds will be used on roads in most need of repair in the immediate area. So far 5,300 potholes had been repaired since April 2024 across Norfolk. Councillor K Vincent encouraged residents to continue reporting issues via the Norfolk County Council website: <https://www.norfolk.gov.uk/article/39652/Report-a-highways-problem>
- Information to help keep happy, healthy and safe during the colder months is available via <https://www.norfolk.gov.uk/norfolkwinter>
- Councillor K Vincent gave her thanks to the gritting teams who have worked hard gritting all the roads.
- Information on Wellness Winter Support available on the Norfolk County Council website: <https://www.norfolk.gov.uk/staywellthiswinter>. There is also cost of living support with funding available to the end of March 2025: <https://www.norfolk.gov.uk/article/39493/Household-Support-Fund>
- Devolution: On 9th January 2025 Norfolk County Council Cabinet considered and agreed to apply to be part of the Government's priority programme for devolution. If successful this will result in a delay in the NCC elections scheduled for May 2025. A devolution deal would result in proposals for a mayoral combined authority covering Norfolk and Suffolk.

The meeting resumed.

93. FINANCE

- 93.1. Bank balances as at 31st December 2024 were noted. Monthly bank account reconciliations were noted. List of payments and receipts with vouchers 376 to 439 on payments schedule up to 13th January 2025 with expenditure of £26,872.00 and income of £15,081.88 were APPROVED.
- 93.2. Cemetery fees for 2025/26 were AGREED.
- 93.3. Recreation Ground hire fees for 2025/26 were AGREED.
- 93.4. Proposed budget for Financial Year 2025/26 was AGREED.
- 93.5. Proposed Precept of £399,256.00 was AGREED.
- 93.6. Internal Auditors Interim Report for 2024/25 was noted.

94. PLANNING

- 94.1. 2024/3839 – Land at St Faiths Road, Old Catton NR6 – Details of Condition 13 of 20141955 – Construction traffic management plan and access route.

RECOMMEND REFUSAL OF OPTIONS 2A, 2B AND 2B. NO OBJECTION TO OPTION 1 (EXISTING ROUTE VIA METEOR CLOSE).

It was AGREED that the Parish Council and Broadland District Councillor Karen Vincent would work together to carry out leaflet drop and host public consultation to ensure affected residents are aware of the proposed change of Condition.

94.2. There were no planning matters.

95. PROPERTY AND RESPONSIBILITIES

There were no updates on property and responsibilities.

96. HUMAN RESOURCES

96.1. It was confirmed that the following Council Employment Policies and Procedures had been revised and that no amendments had taken place:-

- Bullying and Harassment.
- Equal Opportunities.
- Pension.
- Lone Worker.
- Safeguarding Children, Young People and Vulnerable Adults.
- Anti-Fraud, Corruption and Theft.

96.2. The following Employment Policies and Procedures were adopted:-

- Disability Discrimination.
- Staff Recruitment.
- Training.
- Social Media.

97. POLICIES AND PROCEDURES

97.1. The following Council Policies and Procedures were adopted:-

- CCTV.
- Data Protection.

97.2. Privacy Impact Assessment (PIA) for CCTV installation was noted.

98. NEXT MEETING

Date of Parish Council Meeting was noted as Monday 10th February 2025 at 6.30pm at the Pavilion, Recreation Ground, Church Street.

There being no further business the Chairman thanked everybody for attending, wished everyone a Happy Christmas and closed the meeting at 7.30pm.

Chairman, 10th February 2025